



CITY OF ATLANTA

Job Announcement

ACCOUNTING TECHNICIAN, SENIOR

STARTING SALARY: \$28,602

Salary Grade: 11

Applications Accepted From: September 19, 2005 until September 23, 2005

Minimum Job Requirements

Persons applying must have a high school diploma or GED certificate and three years of clerical accounting or budget experience; or have an equivalent combination of education, training and experience.

Duties of the Job:

This employee supervises and participates in bookkeeping activities related to a centralized accounting function such as payroll, pension, life insurance, accounts receivable, or other functions; maintains complex central accounts as may relate to the general fund or to other accounts; prepares financial statements and reports; prepares correspondence; verifies financial transactions; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday
Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30303
Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

THE EXAMINATION FOR THIS JOB WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.

09/19/2005

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